2006

# Native American/ Native Hawaiian Museum Services

*Application Deadline: April 1, 2006*

*Guidelines and fill-in forms are available at www.imls.gov*

# NATIVE AMERICAN/NATIVE HAWAIIAN MUSEUM SERVICES

*Grant Application and Information*

Fiscal Year 2006

**What is IMLS?**

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages; to promote library services that provide access to information through electronic networks; to provide linkages among and between libraries; and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a presidentially appointed body confirmed by the Senate, provides policy advice to the Director of IMLS.

**For more information call or write:**

Institute of Museum and Library Services
1800 M Street, NW
9th Floor
Washington, DC 20036-5802
(202) 653-4657

E-mail: imlsinfo@imls.gov
Web site: http://www.imls.gov

TDD (for hearing impaired people): (202) 653-4699

Visually or learning-disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

**Burden estimate and request for public comments**

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comment regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1800 M Street NW, 9th Floor, Washington, DC 20036-5802; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0057), Washington, DC 20503.

CFDA No. 45.308

INSTITUTE of Museum and Library SERVICES

Dear Colleague,

It is a pleasure to present guidelines for the Institute of Museum and Library Services' Native American/Native Hawaiian Museum Services Grants. In September 2003, Congress passed the Museum and Library Services Act of 2003 and for the first time the Institute had the authority to provide assistance to "Native American tribes and organizations primarily serving and representing Native Hawaiians provide museum services."

The mission of the Institute of Museum and Library Services is to create a Nation of Learners. It supports activities that sustain cultural heritage, build 21st century skill, engage families and communities in learning and increase civic participation.

These guidelines were developed in response to the legislation and with the advice of the tribal museum community and eligible tribes. Grants will support activities in museums and museum related organizations, such as cultural centers, to strengthen programming, professional development and museum services.

It has been my pleasure to meet and talk with many of you who are working to improve museum services to Native Americans and Native Hawaiians, and I look forward to continuing a rewarding relationship.

Sincerely,

Mary L. Chute
Acting Director

# Table of Contents

part 1 GENERAL INFORMATION

**The Opportunity: Native American/Native Hawaiian Museum Services Grant Program** **1.2**

**Eligibility** **1.3**

**Data Universal Numbering System (DUNS)/ Taxpayer Identification Number (TIN)** **1.4**

**Conditions of a Grant** **1.5**

*Duration of a Grant* *1.5*

*Project Start Date* *1.5*

*Amount of Grant* *1.5*

*Maintenance of Effort* *1.5*

*Use of Funds* *1.5*

*Limits on Funding* *1.5*

*Copyright/Work Products* *1.6*

*Announcement of Award* *1.6*

*Payment, Accounting, Management, and Report Procedures* *1.6*

**Application Review Process** **1.7**

part 2 COMPLETING THE APPLICATION NARRATIVE

**Select a Category** **2.2**

**Application Evaluation Criteria** **2.2**

part 3 PREPARING AND SENDING THE APPLICATION

**Preparing Your Application** **3.2**

*Format* *3.2*

*Electronic Fill-in Application Forms* *3.2*

*Face Sheet* *3.3*

*Application Checklist* *3.5*

*Organizational Profile* *3.5*

*Narrative* *3.5*

*Schedule of Completion* *3.5*

*Budget* *3.5*

*Summary Budget* *3.5*

*Detailed Budget* *3.6*

*Indirect Costs* *3.6*

*Budget Justification* 3.7
*Proof of Eligibility (Native Hawaiian organizations only)* 3.8
*List of Key Project Staff and Consultants* 3.8
*Resumes* 3.8
*Attachments* 3.9
**How to Assemble the Application Package** **3.10**
**Sending the Application to IMLS** **3.12**
*Shipping* 3.12
*Hand Delivery* 3.12
*IMLS Acknowledgement* 3.12
*Proof of Shipping* 3.12

part 4 APPLICATION FORMS

**Application Checklist** **4.2**
**Face Sheet** **4.3**
**Native American/Native Hawaiian Information Form** **4.5**
**Project Budget Forms** **4.7**
**Sample Schedule of Completion** **4.10**
**Assurances** **4.11–4.15**

# GENERAL INFORMATION

# The Opportunity: Native American/Native Hawaiian Museum Services Grant Program

The Native American/Native Hawaiian (NANH) Museum Services program enables Native American tribes and organizations that primarily serve Native Hawaiians to benefit their communities and audiences through strengthened museum services in the areas of programming, professional development, and enhancement of museum services. Grants are intended to support activities in museums and museum related organizations, such as cultural centers. For more information, please contact Sandra Narva at (202) 653-4634 or Mark Feitl at (202) 653-4635.

The program will support services and activities in the following areas:

**Programming:** Services and activities that support the educational mission of museums and museum related organizations, including (but not limited to) activities such as

- exhibits
- research and interpretation
- educational resources such as Web sites, curricula, digital content, and publications
- educational demonstrations and performances, including workshops, classes and presentations

**Professional Development:** Education or training that builds skills, knowledge or other professional capacity for individuals who provide or manage museum services activities. Individuals can be paid or volunteer, and involved with museum services either currently or in the future. Activities include but are not limited to

- creation and offering of courses, workshops, in-person or distance learning offerings
- enrollment in courses, workshops, in-person or distance learning offerings
- attendance at conferences or other professional meetings
- hiring of consultants or technical assistance to strengthen museum services and activities
- organizational support for internships and fellowships (awards are not made to individuals)

**Enhancement of Museum Services:** Support for activities that enable and improve museum services, including (but not limited to)

- planning, including strategic planning, policy development, and disaster preparedness and risk management
- improvement implementation, including technology and other resources, equipment purchase, security, public access (construction projects are not allowed)
- heritage preservation, including collections care and management
- hiring of temporary or permanent staff to support museum services

Applicants are required to focus their proposed activities within one of the categories listed above.

# Eligibility

Museums are not eligible to apply for this grant program. Entities such as museums, libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors, in partnership with an eligible applicant.

Eligible applicants are:

- Indian tribes **or**
- organizations that primarily serve and represent Native Hawaiians.

For the purposes of funding under this program, "**Indian tribe**" means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Section 1601 et seq.)) which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Eligible entities are listed on the Bureau of Indian Affairs Web site (www.doi.gov/bureau-indian-affairs.html), except for the recognized Alaska native villages, regional corporations, and village corporations (Alaskan entities should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above).

If a tribe has several bands, colonies, rancherias, communities, or other organizational entities listed in parentheses following a tribe name on the Department of Interior's list of federally recognized tribes, only one of those entities may receive a grant in a fiscal year. For example, if a tribe has four bands, only one of the bands may apply for a grant in a fiscal year. It is the responsibility of the tribal chief executive to determine which entity will apply for the grant. IMLS will notify the affected tribes of any change in this policy.

For the purposes of funding under this program, "**organizations that primarily serve and represent Native Hawaiians**" means any nonprofit organization that primarily serves and represents Native Hawaiians, as the term is defined in 20 U.S.C. Section 7517, is also eligible for funding. The term "**Native Hawaiian**" means (a) any individual who is a citizen of the United States, and (b) a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now comprises the state of Hawaii, as evidenced by genealogical records; Kapuna (elders) or Kamaaina (long-term community residents) verification; or certified birth records.

# Data Universal Numbering System (DUNS)/ Taxpayer Identification Number (TIN)

**DUNS**

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet DUNS number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1 (866) 705-5711 or by visiting www.dnb.com/us. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

**TIN**

The TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number, also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If an organization does not have a DUNS number and a TIN, the application will be rejected.

# Conditions of a Grant

**DURATION OF A GRANT**

Applicants may request a grant period of up to two years. Once funds are awarded, funds must be expended within the specified grant period.

**PROJECT START DATE**

The grant period must begin no earlier than October 1, 2006, and no later than December 1, 2006. All grant periods must start on the first day of the month.

A onetime no-cost extension to the grant period may be requested from the Associate Deputy Director for Museum Services. A request for an extension must be made in writing no later than ten days before the end of the grant period.

**AMOUNT OF GRANT**

An applicant may request from $5,000 up to a total of $50,000 regardless of the length of the grant period. IMLS will review and negotiate budgets as appropriate. Applicants may be granted an amount less than that requested. Grants will be made in September 2006 from fiscal year 2006 funds.

**MAINTENANCE OF EFFORT**

Matching or cost sharing is not required in this program. However, IMLS requires that organizations maintain their previous funding efforts and demonstrate that federal funds will enhance rather than replace tribal funding for museum services. Applicants are encouraged, when possible, to contribute financially or through in-kind services to proposed projects in order to promote community interest and involvement.

**USE OF FUNDS**

IMLS NANH grant funds may be used only for costs directly related to the project, such as costs for salaries for museum personnel, project supplies and materials, membership fees, telecommunication services and equipment, and other fees or expenses associated with the project.

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, collection acquisition or pre-grant costs.

All listed expenses must be incurred during the grant period. Government-wide cost principles apply.

**LIMITS ON FUNDING**

An Indian tribe or Native Hawaiian organization may submit only one application for a NANH Museum Services grant in a fiscal year. A grantee receiving a two-year grant from this program may not apply for another grant from this program covering the same time period as the second year of the first grant. For example, if a tribe received a two-year NANH Museum Services grant in FY 2005, it may not apply for another NANH Museum Services grant until FY 2007.

Eligible entities may apply for funding from other IMLS programs while they have a current NANH Museum Services grant.

## COPYRIGHT/ WORK PRODUCTS

IMLS requires acknowledgment in publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval from IMLS for another arrangement. With written permission, the recipient may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. IMLS reserves, for federal government purposes, a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that grantees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a Beta version of software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

## ANNOUNCEMENT OF AWARD

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in mid-September 2006.

## PAYMENT, ACCOUNTING, MANAGEMENT, AND REPORT PROCEDURES

A federal accounting office handles the payment of NANH grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of OMB audit requirements. In addition, government-wide uniform grant administrative rules and requirements apply, including appropriate OMB circulars.

Grant recipients are required to submit semi-annual interim performance reports every six months during the grant period as well as annual financial reports. They are also required to submit a final performance report and a final financial report at the end of the grant period.

# Application Review Process

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation (see Eligibility, page 1.3). Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by mail.

All eligible and complete applications will be competitively reviewed. All eligible applications for Native American/Native Hawaiian Museum Services grants will be evaluated by individual field review and/or panel review. Reviewers will have expertise in the types of activities and projects under review, and will be drawn from professionals in the field and from the areas of expertise required. The IMLS Director will make funding decisions based on the evaluations by reviewers, the types of projects encouraged by IMLS, and the overall goals of the Native American/Native Hawaiian Museum Services grants program and of IMLS.

Field reviewers may provide an initial evaluation applying the criteria identified on pages 2.2-2.3 (Evaluation Criteria). For field reviewer evaluation, applications are grouped into field review panels based on the three grant categories (programming, professional development, and enhancement of museum services).

Sitting panels of museum professionals may review top ranked applications (based on standardized field review scores, if applicable) for (1) the ability of the project to strengthen the applicant's museum services, (2) the relationship between the applicant's proposal and IMLS Native American/Native Hawaiian Museum Services program goals, and (3) the strength and feasibility of the project design. The IMLS Director takes into account the advice provided by the review process and, by law, makes all final funding decisions.

# COMPLETING THE APPLICATION NARRARTIVE

# Select a Category

Applicants must select one category, either programming, professional development, or enhancement of museum services as detailed on page 1.2 as their primary funding category, and address the associated activities within their proposal. Consider project goals, tasks, and costs when selecting a funding category. Proposed projects may touch on elements found within multiple categories, however this will provide no advantage in the review process.

# Application Evaluation Criteria

Since reviewers base their evaluations only on the information presented in the application, it is important that applicants prepare a clear, concise, well-organized document. Applicants must address all of the evaluation criteria in the same order in which they are listed below. Each criterion should be used as a heading and followed by a comprehensive description. The three criteria listed below should be addressed in the application narrative. The budget should be addressed in a separate section.

### 1. STATEMENT OF NEED

Include a statement of need as it relates to the museum and the community. Include information such as

- a description of the community
- current status of the museum
- how the proposal will improve museum services
- impact on the community from improved museum services

**Evaluation Criteria:** Evidence that the applicant has performed a formal or informal assessment of museum and community needs, and has developed the project and its goals as the best solution to answer those needs.

### 2. PROJECT PURPOSE AND PLAN

Include a description of the proposed project description and plan. Include information such as

- project goals and objectives
- action steps and activities to implement the project
- evidence that the applicant is capable of implementing the project plan
- evidence that the applicant is capable of successfully completing the project
- plan to maintain and continue the positive changes after the period of federal funding

**Evaluation Criteria:** Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish its clear goals and objectives. Evidence that the methodology and design are appropriate to the scope of the project. Evidence that the applicant will effectively complete the project. Evidence that the project personnel possess appropriate experience and will commit adequate time to accomplish project goals and activities.

### 3. EVALUATION

Describe the approach to be used for monitoring and assessing the activities of the project. Describe the information to be collected to document the extent to which the project met its goals.

**Evaluation Criteria:** Evidence that the evaluation plan ties directly to project goals. Evidence that evaluation will provide reliable information on which to judge impact or base future actions.

# PREPARING AND SENDING THE APPLICATION

# Preparing Your Application

**FORMAT**

All application materials *must*

- be on 8.5- by 11-inch paper
- have a margin of at least .5 inch on all sides
- be printed in a font with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable
- conform to the five-page limit
- have page numbers on each page, front and back if double-sided pages are used

An application requesting an NANH grant must include the following materials organized in the order listed:

1. Face Sheet and Native American/Native Hawaiian Museum Services information form
2. Organizational Profile (1 page)
3. Narrative (not to exceed 5 pages)
4. Schedule of Completion
5. Budget
   a. Summary Budget
   b. Detailed Budget
   c. Budget Justification
   d. Current, federally negotiated rate agreement for indirect costs, if applicable
6. Proof of Eligibility **for Native Hawaiian organizations only**
7. List of key project staff and consultants
8. Resume(s) for key project staff and consultants (not to exceed 2 pages per person)
9. Attachments

The applicant must submit one application with original signature(s) of authorizing official(s) on the Face Sheet form. Photocopies or stamps of signatures will not be accepted on the original. Include ten additional copies of the entire application.

Do not place the original or copy in a binder or notebook.

Applicants submitting incomplete applications will not be considered for funding. IMLS will determine if an application is incomplete.

**ELECTRONIC FILL-IN APPLICATION FORMS**

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available Adobe Acrobat software, type into the forms on any computer. This eliminates the need for a typewriter or for recreation of IMLS application forms. Note that the forms cannot be submitted electronically, but may be completed online and then printed on the applicant's printer and shipped. **Caution: the forms cannot be saved by most versions of Adobe Acrobat, so they must be completely filled in and printed in one operation.** To save forms as a PDF you must use Adobe Acrobat Approval or the full Acrobat Standard or Professional Programs. (Acrobat Approval is no longer available for purchase, but existing versions will work.) Please note that the free Acrobat Reader does not allow you to

save your work or attach the document. To access the fill-in application forms, visit www.imls.gov/grants/ appl/index.htm. Alternatively, applicants may recreate the forms electronically following the IMLS format or may type on printed forms.

## FACE SHEET

The Face Sheet and the Native American/Native Hawaiian Museum Services Information form summarize all of the applicant's contact information and useful data about the proposed project. The Face Sheet and NANH information form are provided as pages 4.3 to 4.6 in the Application Forms section of this document. Use or replicate this form. These pages are available as a fill-in form on the IMLS Web site.

**Face Sheet and Native American/Native Hawaiian Museum Services Information Forms Instructions**

**1) Applicant Organization**

Enter the legal name of the organization that is making the application, and its mailing address, Web address, DUNS and TIN numbers. Please make sure to include the zip + 4 and the congressional district in this address. To find your zip + 4 code, please go to http://zip4.usps.com/zip4/welcome.jsp. To find your congressional district please go to www.house.gov and enter the address, including the zip +4. **The name of the tribe, Alaska native village or corporation, or Native Hawaiian organization must be entered as the legal name of the organization making the application.**

**2) Project Information**

Enter a project title, brief description, and grant period start and end dates.

**3) Project Director**

Enter the name, address, and contact information of the person (Project Director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the progress achieved under the grant.

**4) Primary Contact/Grants Administrator**

If the Project Director performs all the grant administration tasks as well, check the "Same as Project Director" box and go to the next item. If your institution has someone separate from the Project Director who manages the grant administration tasks, fill in that person's information here.

**5) Type of Applicant**

Select the one code that most accurately describes your institution.

**6) Authorized Representative/Authorizing Official**

Enter the name, address, and contact information of the person (Authorized Representative/Authorizing Official) who has the authority to apply for federal support of the institution's activities and enter into legal agreements in the name of the institution. (In those rare instances when a person who would normally serve as the Authorized Representative/Authorizing Official is the Project Director, the name, title, address, etc., of the person to whom the Project Director reports—e.g., the Board Chair—should be entered here and that person should sign the application.) **These must be two different individuals.** All written correspondence will be sent to the Authorized Representative/Authorizing Official.

## NATIVE AMERICAN/ NATIVE HAWAIIAN INFORMATION FORM

The Native American/Native Hawaiian Museum Services Information form is provided on pages 4.5 to 4.6 in the Application Forms section of this document. These pages are available as a fill-in form on the IMLS Website.

**1) Legal Name/Organizational Unit Administering this Grant**
Enter the legal name of the applicant entered on the Face Sheet**.** If an entity other than the tribal administration or Native Hawaiian organization is going to administer this grant, enter the name and complete address of that entity here (i.e., name of tribal museum/cultural center, tribal cultural department, partnering museum, etc.).

**Answer questions 2 through 10 if applicable to your organization; otherwise proceed to question 11.**

**2) Attendance**
Enter the museum/cultural center's attendance for the 12-month period prior to application, if applicable.

**3) Hours Open**
Enter the number of hours the museum/cultural center was open to the public for the 12-month period prior to application, if applicable.

**4) Date First Opened**
Enter the year the museum/cultural center was first opened and exhibiting to the general public, if applicable.

**5-8) Staff**
Enter the number of full-time and part-time paid or unpaid staff.

**9) Operating Budget**
Enter the museum/cultural center's most recent operating budget for the most recently completed fiscal year.

**10) Internet Access**
Answer whether the museum/cultural center has access to the Internet.

**11) Total Amount Requested**
Enter the total amount (direct plus indirect costs) requested in this application.

**12) Project Type**
Enter the type of project you are applying for, select only one and be certain to check the correct box.

**13) Summary of Project Activities**
Enter a description of all project activities (maximum 2,000-character count).

## APPLICATION CHECKLIST

The Checklist is provided as page 4.2 in the Application Forms section of this document. Use the Checklist to help you arrange the sections of the application in the correct order.

## ORGANIZATIONAL PROFILE

Provide a one-page organizational profile that identifies the museum/cultural center's mission, service area and levels of service, placement within the organization (if applicable) and where within the organization the responsibility for the management of the proposed project activities would be assigned.

## NARRATIVE

A narrative of no more than five (5) single-spaced, one-sided pages should address the evaluation criteria listed on pages 2.2 and 2.3. Do not exceed the five-page limit. Use 8.5 by 11-inch paper. Your narrative should include sections on: statement of need, project purpose and plan, and evaluation. The narrative should provide a description for each of the criterion and they should appear in the order listed. Make it clear to reviewers why you are proposing the project, what the project entails, how the activities will be accomplished, who will be involved, when the activities will take place, and how the project will be managed, evaluated and sustained.

## SCHEDULE OF COMPLETION

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. A sample Schedule of Completion is provided on page 4.10. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet (pages 4.3-4.4) and budget pages (pages 4.7-4.9).The applicant need not follow the sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project. The project must begin between October 1, 2006, and December 1, 2006, starting only on the first day of the month.

## BUDGET

The IMLS Native American/Native Hawaiian Museum Services grant application includes three elements to describe the costs of a proposed project: a Summary Budget form that describes costs for the entire project, a Detailed Budget form for each year of the project, and a Budget Justification that explains all components of the Detailed Budget form.

The budget should include costs to be supported by IMLS funds. Only those costs attributed to achieving specific project activities should be included in the budget.

### 1. SUMMARY BUDGET

The Summary Budget should clearly identify the amount requested from IMLS. This page is available as an electronic fill-in form on the IMLS Web site (see page 3.2) or may be recreated using the same format.

IMLS has provided instructions below on what information to include in the Detailed Budget form. IMLS has described each cost category included on the Detailed Budget form, as well as the information that the applicant should include in this section.

## 2. DETAILED BUDGET

**Project Costs**

The budget should include the project costs that will be charged to grant. All of the items listed must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization. When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see Indirect Costs below) are not charged to the project as direct costs. It should be completed for each year (12 months) of project activities. It should be duplicated, one set for each year of your project.

**Fringe Benefits**

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc.

**Travel Costs**

The lowest available commercial fares for coach or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

**Equipment**

Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more.

**Services**

The costs of project activities to be undertaken by a third-party contractor, including a partner, should be listed under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds. A complete itemization of these costs should be attached to the IMLS budget form. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS budget form and must have an attached itemization.

## INDIRECT COSTS (OVERHEAD)

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

- Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). Organizations that wish to include overhead charges in the budget, but do not have a current federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to

a federal agency, may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to more than the first $5,000 of distorting costs such as equipment purchases or subcontracts. For example, if your total request to IMLS is $40,000, and $20,000 will be spent on a contractor to do digitization of collections, and $10,000 will be spent on a piece of equipment, then your modified direct costs would be $20,000 (since you must subtract any amount over $5,000 for large contracts and equipment when doing this calculation). Then your indirect costs are 15 percent of $20,000, or $3,000 ($40,000 total request - $15,000 of contractor cost - $5,000 of equipment cost = $20,000 modified direct costs).

- If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.

- An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

- An organization that will function as a partner in undertaking grant activities may charge an administrative fee to the project of up to 15 percent if it does not have a federally negotiated indirect cost rate that will be current the time the award is made. If it chooses to charge indirect costs to the project, a copy of the indirect cost negotiation must be attached to the budget itemization.

### 3. BUDGET JUSTIFICATION

The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the

project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The applicant should provide specifications for all hardware and software for which IMLS funding is requested. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified. It should be no more than two single-spaced pages.

## PROOF OF ELIGIBILITY

**Required for Native Hawaiian organizations only. If the applicant is not a Native Hawaiian organization, do not include this information in application.**

Applicants must submit proof that they are eligible not-for-profit organizations that primarily serve and represent Native Hawaiians (as defined in section 7207 of the Native Hawaiian Education Act). As proof of eligibility, applicants must submit the organization's charter documents, including the organization's articles of incorporation. Applicants may provide additional proof of eligibility.

In addition, eligible not-for-profit organizations that primarily serve and represent Native Hawaiians must submit proof of not-for-profit status, which may be either

- a copy of the IRS letter indicating the organization's eligibility for not-for-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended, or
- an official document identifying the organization as a unit of state or local government or other tax-exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization's letterhead and certified by an official of the parent organization.

*Note: IMLS will not accept a letter of sales tax exemption as proof of nonprofit status.*

## LIST OF KEY PROJECT STAFF AND CONSULTANTS

A one-page list of all key museum/cultural center staff and consultants for the project is required. If a name appears on this list, there must be a resume to accompany it.

## RESUMES

- Resumes or vitae of no more than two pages each for all key personnel (both staff and consultants) must be included.
- If staff is to be hired with grant funds, then include a one-page position description of the qualifications of the person to be hired for the project. Each position description must specify the amount and type of experience required, the level of education required, and the precise role that person will play in the project.
- If you have not chosen your key project personnel by the application deadline date, then you must submit position descriptions instead of resumes.

## ATTACHMENTS

Applicants should include documents that specifically relate to the justification for the project. Information may include needs assessments, long-range or strategic plans, products or evaluations from previously completed or ongoing projects of a similar nature, specifications for equipment to be purchased, or other documents for the evaluation of the proposal.

# How to Assemble the Application Package

Review your application package carefully before sending it to us. You must include *all* of the required items listed below in the original and ten copies that you send to IMLS. *Your application is subject to rejection without review if any required item is missing.* If you have any questions, contact IMLS at (202) 606-4789.

**ASSEMBLE YOUR APPLICATION PACKAGE AS FOLLOWS:**

**STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.**

- Extra Face Sheets (including NANH Information Form) (Copy 1)
- Extra Face Sheets (including NANH Information Form) (Copy 2)

**STEP 2: COLLATE ONE ORIGINAL COMPLETE COPY OF YOUR APPLICATION AS FOLLOWS:**

- Face Sheet with Signature and NANH Information Form (4 pages)
- Organizational Profile (1 page)
- Narrative (5 pages or fewer)
- Schedule of Completion
- Summary Budget
- Detailed Budget by Year
- Budget Justification (2 pages or fewer)
- Proof of Eligibility (Native Hawaiian organizations only)
- List of Key Project Staff and Consultants (1 page)
- Resume(s) of Key Project Personnel (2 pages or fewer per person)
- Attachments, if applicable

**STEP 3: MAKE TEN IDENTICAL SETS OF THE MATERIAL YOU ASSEMBLED IN STEP 2.**

**STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:**

**PLEASE DO NOT USE STAPLES TO FASTEN EACH COPY OF THE APPLICATION. PLEASE USE BINDER CLIPS OR OTHER REMOVABLE BINDING SYSTEMS.**

**YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.**

***Note: IMLS will not do your photocopying or collating!***

# Sending the Application to IMLS

Ship Native American/Native Hawaiian Museum Services Grant program applications to:

**Native American/Native Hawaiian Museum Services Grant** — **Postmarked by April 1, 2006**
Office of Museum Services
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, DC 20036-5802

## SHIPPING

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All first-class and Priority mail sent through the U.S. Postal Service to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g., CDs, videos, slides) put through the irradiation process suffer irrevocable damage.
- Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. post offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

## HAND DELIVERY

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday, and federal holidays. IMLS will provide a dated receipt at the time of delivery.

## IMLS ACKNOWLEDGEMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application number. If you do not receive this form, contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected. See Shipping, above, for information about postal delays.

## PROOF OF SHIPPING

IMLS may ask for proof of shipping if the date on the package cannot be read.

- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date-stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If you use registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

# APPLICATION FORMS

# Application Checklist

Use this checklist to help you arrange the sections of the application in the correct order.

- ❑ Face Sheet with signature (2 pages)
- ❑ Native American/Native Hawaiian Museum Services Information form (2 pages)
- ❑ Organizational Profile (1 page)
- ❑ Narrative (not to exceed 5 pages)
- ❑ Schedule of Completion
- ❑ Project Budget Forms
- ❑ Summary Budget
- ❑ Detailed Budget
- ❑ Budget Justification (2 pages or fewer)
- ❑ Proof of current, federally negotiated rate for indirect costs, if applicable
- ❑ Proof of eligibility (Native Hawaiian organizations only)
- ❑ List of key project staff and consultants (1 page)
- ❑ Resume(s) for key project personnel (not to exceed 2 pages per person)
- ❑ Attachments

# IMLS Face Sheet

OMB No. 3137-0057
01/31/2008
CFDA No. 45.308

**1. APPLICANT ORGANIZATION**

Legal Name _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ Congressional District _____
DUNS Number _____ Employer Identification Number (EIN/TIN) _____
Web Address http:// _____

**2. PROJECT INFORMATION**

Project Title _____
Project Description _____
_____
_____
_____
_____
Grant Period Start Date _____ End Date _____
(must begin between 10/1/06-12/1/06)

**3. PROJECT DIRECTOR**

Prefix _____ First Name _____ Middle Initial _____
Last Name _____ Suffix _____
Title _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ E-mail _____
Phone _____ Fax _____

**4. PRIMARY CONTACT/GRANTS ADMINISTRATOR**

**Same as Project Director (skip to item 5)** ❑

Prefix _____ First Name _____ Middle Initial _____
Last Name _____ Suffix _____
Title _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ E-mail _____
Phone _____ Fax _____

**CONTINUE TO LINE 5**

**5. TYPE OF APPLICANT: CHECK THE ONE APPLICANT TYPE THAT APPLIES**

- ❑ State Government
- ❑ County Government
- ❑ City or Township Government
- ❑ Special District Government
- ❑ Regional Organization
- ❑ U.S. Territory or Possession
- ❑ Independent School District
- ❑ Public/State Controlled Institution of Higher Learning
- ❑ Indian/Native American Tribal Government (federally recognized)
- ❑ Indian/Native American Tribal Government (other than federally recognized)
- ❑ Indian/Native American Tribally Designated Organization
- ❑ Public/Indian Housing Authority
- ❑ Nonprofit with 501(C)(3) IRS Status (other than institution of higher education)
- ❑ Nonprofit without 501(C)(3) IRS Status (other than institution of higher education)
- ❑ Private Institution of Higher Education
- ❑ Individual
- ❑ For-Profit Organization (other than small business)
- ❑ Small Business
- ❑ Hispanic-Serving Institution
- ❑ Historically Black Colleges and Universities (HBCUs)
- ❑ Tribally Controlled Colleges and Universities (TCCUs)
- ❑ Alaska Native and Native Hawaiian Serving Institutions
- ❑ Non-Domestic (non-U.S.) Entity
- ❑ Other (specify)_____

**6. AUTHORIZED REPRESENTATIVE/AUTHORIZING OFFICIAL**

By signing the application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

(U.S. Code, Title 218, Section 1001) ❑ I Agree

**Certifications and Assurances, are set forth in the IMLS guidelines for the program to which application is made.

Prefix _____ First Name _____ Middle Initial_____

Last Name _____ Suffix_____

Title _____

E-mail _____ Phone _____ Fax_____

_____ _____

Signature of Authorized Representative/Authorizing Official Date Signed

# Native American/Native Hawaiian Museum Services (NANH) Information

1. Legal Name _____

   Organizational Unit Administering this Grant (if applicable)

   _____

   Address_____

   City _____ County_____

   State_____ Zip+4/Postal Code _____

   Answer lines 2–10 if applicable to your organization, otherwise proceed to line 11.

2. Museum/cultural center's attendance for the 12-month period prior to the application._____

3. Total number of hours the museum/cultural center was open to the public for the 12-month period prior to the application_____

4. Year the museum/cultural center was open and exhibiting to the public _____

5. Number of full-time paid museum/cultural center staff _____

6. Number of part-time paid museum/cultural center staff _____

7. Number of full-time unpaid museum/cultural center staff _____

8. Number of part-time unpaid museum/cultural center staff _____

9. Amount of operating budget for services in the most recently completed fiscal year _____

10. Does the museum or cultural center have access to the Internet? ❑ Yes ❑ No

11. Total Amount Requested $ _____.00

12. Type of project (check only one category):

    ❑ Programming
    ❑ Professional Development
    ❑ Enhancement of Museum Services

**CONTINUE TO LINE 13**

13. Summary of project activities (2,000 maximum character count)

# Project Budget Form

## SECTION 1: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.5–3.8 BEFORE PROCEEDING.

| **DIRECT COSTS** | IMLS | Total |
|---|---|---|
| SALARIES & WAGES | _____ | _____ |
| FRINGE BENEFITS | _____ | _____ |
| CONSULTANT FEES | _____ | _____ |
| TRAVEL | _____ | _____ |
| MATERIALS, SUPPLIES, & EQUIPMENT | _____ | _____ |
| SERVICES | _____ | _____ |
| OTHER | _____ | _____ |
| **TOTAL DIRECT COSTS** | $_____ | $_____ |
| **INDIRECT COSTS** | $_____ | $_____ |
| | **TOTAL PROJECT COSTS** | $_____ |

Have you received or requested funds for any of these project activities from another federal agency? (Please check one.) ❑ Yes ❑ No

If yes, name of agency _____

Request/award amount_____

# Project Budget Form

## SECTION 2: NATIVE AMERICAN/NATIVE HAWAIIAN DETAILED BUDGET

**Year ❑ 1 ❑ 2 – Budget Period from ___/___/___ to ___/___/___**

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.5–3.8 BEFORE PROCEEDING.

**SALARIES AND WAGES (PERMANENT STAFF)**

| NAME/TITLE | NO. | METHOD OF COST COMPUTATION | IMLS |
|---|---|---|---|
| _____ | ( ) | _____ | _____ |
| _____ | ( ) | _____ | _____ |
| _____ | ( ) | _____ | _____ |
| _____ | ( ) | _____ | _____ |

**TOTAL SALARIES AND WAGES $** _____

**SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)**

| NAME/TITLE | NO. | METHOD OF COST COMPUTATION | IMLS |
|---|---|---|---|
| _____ | ( ) | _____ | _____ |
| _____ | ( ) | _____ | _____ |
| _____ | ( ) | _____ | _____ |
| _____ | ( ) | _____ | _____ |

**TOTAL SALARIES AND WAGES $** _____

**FRINGE BENEFITS**

| RATE | | SALARY BASE | IMLS |
|---|---|---|---|
| _____ | % *of* | $_____ | _____ |
| _____ | % *of* | $_____ | _____ |
| _____ | % *of* | $_____ | _____ |

**TOTAL FRINGE BENEFITS $** _____

**CONSULTANT FEES**

| NAME/TYPE OF CONSULTANT | RATE OF COMPENSATION (DAILY OR HOURLY) | NO. OF DAYS (OR HOURS) ON PROJECT | IMLS |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

**TOTAL CONSULTANT FEES $** _____

**TRAVEL**

| FROM/TO | NUMBER OF PERSONS DAYS | SUBSISTENCE COSTS | TRANSPORTATION COSTS | IMLS |
|---|---|---|---|---|
| _____ | ( ) ( ) | _____ | _____ | _____ |
| _____ | ( ) ( ) | _____ | _____ | _____ |
| _____ | ( ) ( ) | _____ | _____ | _____ |
| _____ | ( ) ( ) | _____ | _____ | _____ |

**TOTAL TRAVEL COSTS $** _____

# Project Budget Form

## SECTION 2: NATIVE AMERICAN/NATIVE HAWAIIAN DETAILED BUDGET

**Year ❑ 1 ❑ 2**

**MATERIALS, SUPPLIES, AND EQUIPMENT**

| ITEM | METHOD OF COST COMPUTATION | IMLS |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT $** _____

**SERVICES**

| ITEM | METHOD OF COST COMPUTATION | IMLS |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**TOTAL SERVICES COSTS $** _____

**OTHER**

| ITEM | METHOD OF COST COMPUTATION | IMLS |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**TOTAL OTHER COSTS $** _____

**TOTAL DIRECT PROJECT COSTS $** _____

**INDIRECT COSTS**

Check either item A or B and complete C. (See section on Indirect Costs, pages 3.6–3.7.)

Applicant organization is using (*check one*)

❑ A. An indirect cost rate that does not exceed 15 percent of modified total direct costs charged to IMLS.

❑ B. Federally negotiated indirect cost rate (see pages 3.6-3.7).

_____ _____

Name of Federal Agency Expiration Date of Agreement

Rate base Amount(s)

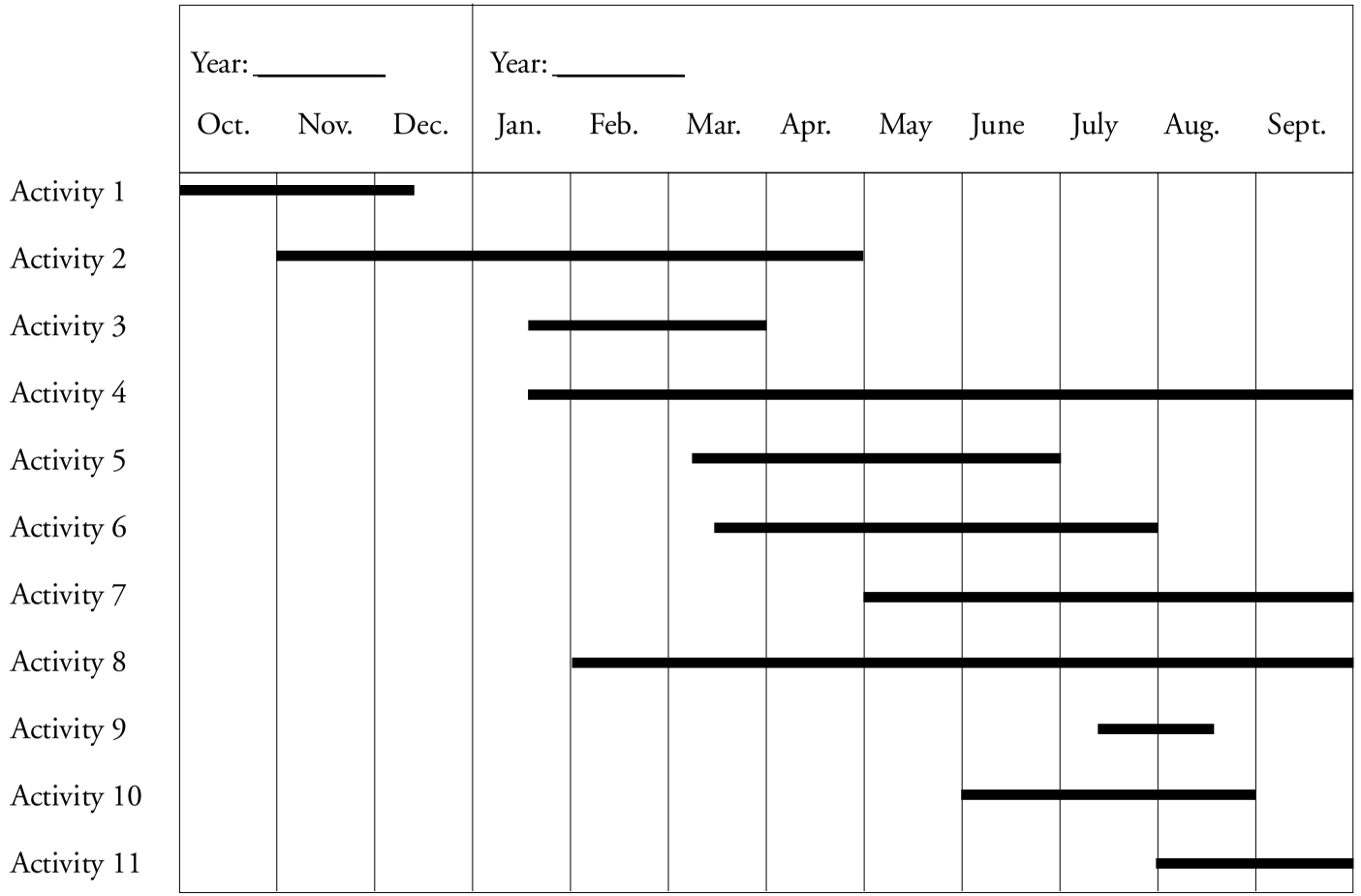
_____% of $ _____ = $ _____

| | IMLS | Total |
|---|---|---|
| C . Total Indirect Costs | $_____ | $_____ |

# Schedule of Completion

**SAMPLE**

This page is a sample format for a schedule of completion. Prepare yours in a similar manner, listing each major project activity discussed in narrative.



# IMLS Assurances and Certification

*IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances statement below. The authorized representative/authorizing official must review the statement and sign the certification in item 6 on the Application Face Sheet, pages 4.3. to 4.4 If you receive a grant, you must comply with these requirements.*

## ASSURANCES STATEMENT

By signing the application form, the authorized representative/authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations, which are available from IMLS upon request. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the U.S. government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

**FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of all applicable OMB Circulars and all relevant IMLS regulations.

**FEDERAL DEBT STATUS**

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

**DEBARMENT AND SUSPENSION**

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, makings false statements, or receiving stolen property;

(c) are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

**NON-DISCRIMINATION**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and

(d) the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG-FREE WORKPLACE ACT OF 1988**

(A) The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;

(b) establishing an ongoing drug-free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the grantee's policy of maintaining a drug-free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance programs; and

(4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
  (1) abide by the terms of the statement; and
  (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant.

(f ) taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
  (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); **or**
  (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law, or other appropriate agency; **and**

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f ).

The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION REGARDING LOBBYING ACTIVITIES (APPLIES TO APPLICANTS REQUESTING FUNDS IN EXCESS OF $100,000)**

The authorized representative/authorizing official certifies, to the best of his or her knowledge and belief that

(a) no federally appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract; the making of a federal grant; the making of a federal loan; the entering into a cooperative agreement; or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;

(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative/authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

(c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts; subgrants; and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL CERTIFICATION**

The authorized representative/authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program. IMLS grant regulations may be found at 45 CFR Part 1180 *et seq*.

## II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

**SUBAGREEMENTS**

Applicants who plan to use awards to fund subgrants, contracts, and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

(a) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors **and;**

(b) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive $100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed $100,000:

  (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

  (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE AMERICAN HUMAN REMAINS AND ASSOCIATED FUNERARY OBJECTS**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC PROPERTIES**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f ), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

## ENVIRONMENTAL PROTECTIONS

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) E.O.11514;
(b) notification of violating facilities pursuant to E.O. 11738;
(c) protection of wetlands pursuant to E.O. 11990, as amended by Executive Order (E.O.) 12608;
(d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;
(e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);
(f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

## RESEARCH ON HUMAN AND ANIMAL SUBJECTS

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

*For further information on these certifications, contact IMLS, 1800 M Street, NW, 9th Floor, Washington, DC 20036, or call (202) 653-4657.*

# NATIVE AMERICAN/NATIVE HAWAIIAN MUSEUM SERVICES APPLICATION TIPS

**TO MAKE YOUR APPLICATION MORE COMPETITIVE…**

- The most successful proposals are focused projects with a defined beginning, middle and end.
- When asking for funds for staff time on a new project, please explain how the regular duties of that staff person will also be accomplished.
- When requesting funds for new staff, explain how each position will be supported after the grant period is over.
- Make sure to discuss long-term impact of any project, particularly if the grants funds are for one-time activities such as an exhibit.
- When applying for collections cataloging projects, include information about the amount of information that is to be collected, the software to be used, and the rate of this cataloging process.
- Overall institutional marketing is not allowed under Federal rules, but you are encouraged to discuss publicity of grant funded activities to the intended audience(s).
- If you are doing a wholly behind-the-scenes project, discuss how it will help you serve your mission and your public better.
- Attachments are optional information that is supplemental to the information provided in the narrative and other required parts of the application. Do not rely on your attachments to tell your story and do not make reviewers hunt through attachments to understand your project.

**AND REMEMBER…**

- Please use IMLS staff as a resource. If you have any questions, don't hesitate to call or e-mail us!
- Double-check all math calculations with a calculator; make sure the detail and summary budget sheets add up to the same totals.
- Check narrative and other text for grammar and spelling errors.
- Do not repeat information in multiple narrative sections.
- Ensure all project contact information is correct, including email and phone numbers.
- Budget amounts referred to in the narrative should match the numbers on the budget sheets for the project.
- The person designated as your Authorizing Official will receive all correspondence from IMLS, including receipt of application and notification of award. Please make sure that their contact information is current.

IMLS programs do not discriminate on the basis of race, color, national origin, sex, handicap, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, Washington, DC 20036-5802.

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